

**Affordable Dwelling Unit Advisory Board Meeting Minutes (ADUAB)**  
**Tuesday –August 11, 2009**  
**Shenandoah Room – Shenandoah Building**

**Members Present:** Michael Capretti, Vice-Chair; Dawn McKenzie, Pamela McGraw, Dwight Stonerook, Ryan Sauder, Greg Barrett, Sarah Millin, Steve Schulte,

**DFS Staff Present:** Ellen Grunewald, Deputy Director; Sarah Coyle Etro, Assistant Director; Shelita Adams, Program Manager; Jan Boothby, CDBG Program Manager; Jill Brady, Administrative Assistant

**CALL TO ORDER:** Michael Capretti called the meeting to order at 8:05 A.M.

**PUBLIC PRESENT:** None

**PUBLIC COMMENT PERIOD:** No comments.

**MEETING MINUTES:** The minutes from the July 14, 2009 meeting were unanimously approved.

**BUSINESS / ACTION ITEMS**

**ADU Sales and Resales:** Staff provided members of the ADUAB a list of ADUs which remain on the resale list. The properties are being marketed through the normal resale process and are currently available for purchase by a qualified ADU certificate holder. Although qualified purchasers have expressed interest in the homes, contracts have not been ratified. Members of the ADUAB discussed the possibility of purchasing these properties but concluded that this issue needs to be discussed by the ADUAB Finance Committee. A meeting of the ADUAB Finance committee will be scheduled and this information will be brought back to the full ADUAB in October, 2009.

**Step by Step Sales Process:** A pilot sales process utilizing a “Pre-Sale Notice of Agreement” was conducted in November 2008 offering five ADU homes being constructed at Elk Run Estates. All Five ADU homes are under contract. At the July 2009 ADUAB meeting, members requested that staff bring the issue of the pilot sales program becoming permanent back to the August 2009 meeting. The members requested a step-by-step process outlining how the program will work prior to and after the signing of the Notice of Availability. Steve Schulte motioned that the ADUAB approve the pre-sales process as an option for builders to pre-sell ADU homes to qualified purchases. Ryan Sauder seconded the motion. The motion passed 5-0.

**Overtime Calculation for Public Safety Employees:** The issue of including income earned from overtime when calculating total gross income was previously discussed at the February 2008 ADUAB meeting. ADU staff noted that there were several occupations that earn documented overtime. These occupations include drivers (Limousine and taxi), Deputy Sheriff, Fire/Rescue, Emergency personnel, and hospital/medical employees. After further discussion by the ADUAB Pam McGraw motioned to discontinue the use of overtime in income calculations for a one (1) year period. Dwight Stonerook seconded the motion. The motion passed 5-0.

**BUSINESS/DISCUSSION ITEMS**

**Enhancement of ADU Resales:** Members of the ADUAB discussed the issues of the possibility of completing minor repairs/renovations to ADU homes that are available for resale but are not selling. Staff researched the issue of possibility of instating a maintenance clause and using funds from the ADU Foreclosure Purchase Program. It has been determined that the program parameters preclude the use of funds for this purpose. Additionally, staff was asked to look into the possibility of using the Home Improvement program's associated contractors for the necessary repairs. As the Home Improvement program has specific criteria and income guidelines, these factors would preclude the use of the Home Improvement Contractors. Finally, staff was asked to research if monies from the County of Loudoun Housing Fund could be used for marketing the ADU program. Staff continues to investigate what approvals are necessary to obtain funds from the Housing Fund for marketing purposes. Updates will continue.

**Article 7/Chapter 1450 Work Plan:** Staff reported that the Public Safety/Human Services Committee accepted the ADUAB's proposed work plan. The ADUAB will receive monthly update regarding the progress of the work plan and all members of the ADUAB and HAB will be invited to attend scheduled work sessions.

**INFORMATION ITEMS AND UPDATES:**

**COMMITTEE REPORTS:**

**Finance Committee:** See Enhancement of ADU resales.

**Builders Committee:** No Report

**Modifications/Zoning Committee:** No Report

**Housing Advisory Board (HAB):** No Report

**NEXT MEETING:** September 8, 2009